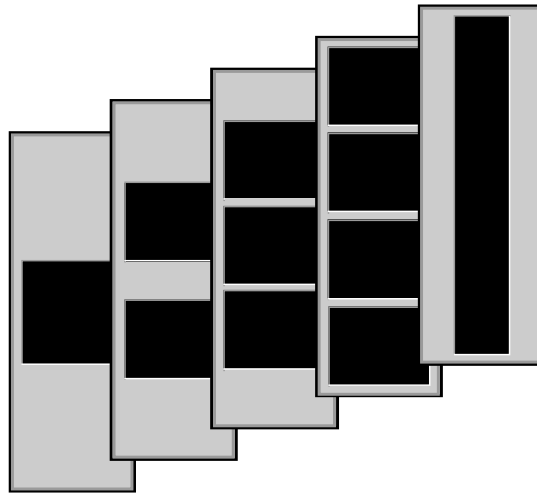




# United States Army Recruiting Command



## WARRANT OFFICER ACCESSION PROGRAM SAMPLE APPLICATION AND GUIDE



**WWW.USAREC.ARMY.MIL/WARRANT**  
**July 2005**

The information contained in this sample application changes frequently. For the most up-to-date information please visit our web site at [www.usarec.army.mil/warrant](http://www.usarec.army.mil/warrant).



## **STEPS IN PROCESSING A WARRANT OFFICER APPLICATION**

**Step 1:** Visit the Warrant Officer (WO) recruiting web site at: <http://www.usarec.army.mil/warrant>. Start with the "Program Overview" and follow the instructions to download the forms for use with Formflow or Adobe Acrobat software.

**Step 2:** Review Army Regulation 135-100 and Department of the Army Circular 601-99-1. (All Army publications mentioned throughout this guide can be found on the Internet at [http:// www.usarec.army.mil/warrant](http://www.usarec.army.mil/warrant)).

**Step 3:** Verify that you meet the following Administrative requirements:

- (a) US citizenship
- (b) General Technical (GT) score of 110 or higher (Other service Applicants must convert their GT scores - see web site)
- (c) Be a high school graduate or hold a GED
- (d) Secret security clearance (Interim secret is acceptable to apply - IAW AR 380-67 & AR 135-100)
- (e) Pass the standard 3-event Army Physical Fitness Test (APFT) and meet height/weight standards (IAW FM 21-20 & AR 600-9)
- (f) Pass the appointment physical for Technicians or the Class 1A flight physical for Aviators (IAW AR 40-501).

**Step 4:** Ensure you meet the **MINIMUM** prerequisites listed on our web site for your requested WO Military Occupational Specialty (WOMOS). If you do not, you must either wait until you meet all the prerequisites or request a prerequisite waiver.

**Prerequisites for 153A - Aviator:** Open to any rank and MOS (after AIT completed), must be less than 32 by the board convenes date, score 90 or higher on the AFAST, and pass a Class 1A flight physical.

**General prerequisites for all other WOMOSs:** SGT or higher, BNCOC graduate, 4-6 years experience in the field for which applying (see web site), and be less than 46 years (36 years for SF) of age by the board convenes date.

**Step 5:** Assemble packet and prepare it for shipment. It is recommended that you keep a copy of all documents for reference.

**DO NOT** use document protectors or binders.

**Step 6:** Take completed packet to your Personnel Services Detachment (PSD), Military Personnel Division (MPD) or S-1 office for review. Have a NCO or OIC endorse your checklist stating you are not barred, flagged or pending UCMJ action. **Non-Army** personnel can skip this step and submit their application directly to the address indicated in step 12.

**Step 7:** Once at USAREC, the packet will be logged in to the computer, and then screened for completeness. You will be notified of any discrepancies by phone or email using the contact information in blocks 17 & 19 of your DA Form 61. (Ensure the email address on your DA Form 61 is an email that you check daily.)

**Step 8:** Technician packets are forwarded to their Branch WO proponent for technical evaluation. Aviator applications are evaluated at USAREC unless a waiver is required. Proponent-qualified applications are considered "board-ready" if no waivers are needed. The application is returned to the applicant if not qualified by the proponent. Please allow 4 - 6 weeks for proponent qualification.

**Step 9:** Applications requiring a moral waiver (if block 26 of the DA Form 61 is answered YES) are forwarded to Army Reserve Personnel Command (AR-PERSCOM), St Louis, MO by USAREC. Please allow 4 - 6 weeks for processing waivers.

**Step 10:** Applications requiring an Active Federal Service (AFS) waiver\* or an age waiver\*\* are forwarded to the Deputy Chief of Staff for Personnel (DCSPER) at HQDA. Please allow 4 - 6 weeks for processing waivers.

**\*AFS Waiver** 12 or more years active service at the time the DA Form 61 is signed

**\*\*Age Waiver** Aviator applicants who are 32 or older by the convene date of the board, or  
Tech applicants who are 46 (36 for SF) or older by the convene date of the board

**Step 11:** Accession boards are held bimonthly at USAREC starting in November, but not all MOSs are considered at each board. The board vote results in one of the following designations:

**Selected, Qualified - Select (Q-S)** (You have been selected and will attend WOCS in approximately 2 - 6 months)

**Fully Qualified - Non-selected (FQ-NS)** (You have not been selected and will be considered by one more board automatically. It is highly recommended to make any updates that you feel will improve you packet at this time.)

**Not Selected - Not Competitive (NS-NC)** (You have not been selected by 2 consecutive boards, and are not considered competitive with current packet provided). Applicants twice non-selected for the WO Program may reapply immediately if they remain qualified. Please see the web site for process to re-apply. If the application is not updated or you do not request it to be returned, it will be destroyed after 120 days.

**Step 12:** Visit our web site at least monthly for new or updated information and for board results (normally published the week following a board). Update your application with awards, NCOERs, transcripts, APFT, resume updates, letters, etc. Mail updates to:

**COMMANDER, HQ USAREC  
ATTN: RCRO-SM-A  
1307 3RD AVE  
FT KNOX, KY 40121-2726**

NLT the 1st of the month in which board convenes. **Fax number is DSN 536-0938 or commercial (502) 626-0938.** Fax only in emergency circumstances because the quality of original forms is better than a fax.

# Warrant Officer Application Checklist

All documents should be single-sided copies and in the following order:

Name: \_\_\_\_\_

- \_\_\_ DA Form 61 enclosed (with HT/WT and APFT statement, signed as shown on the web site example)
- \_\_\_ Security clearance memo (DO NOT SEND DA Form 873, minimum Interim Secret clearance required - JPAS form preferred, but the security memo will be accepted if you are not in JCAVS system)
- \_\_\_ Company Commander letter of recommendation (or applicable Company Grade UCMJ authority)
- \_\_\_ Battalion Commander letter of recommendation (or applicable Field Grade UCMJ authority)
- \_\_\_ Senior Warrant or other required letter if applicable as listed on the web site
- \_\_\_ Resume enclosed (see example for format)
- \_\_\_ Statement of understanding enclosed (a copy of this memo is on the web site)
- \_\_\_ ERB or equivalent document (used to verify DOB, GT, AFS, and ETS)
- \_\_\_ Transcripts enclosed if the applicant is claiming to have college credits
- \_\_\_ DA Form 160-R enclosed (ensure that you sign it and block 9a is checked)
- \_\_\_ DA Form 6256 enclosed stating AFAST score of 90+ (aviator only)
- \_\_\_ Physical Coversheet enclosed USAREC Form 1932 (Class-I Aviation - max age is 18 months for aviator, all others is 24 months)
- \_\_\_ Microfiche (Hard Copy documents are acceptable - should include minimum of all NCOERs and AERs)
- \_\_\_ Moral waiver request if required (as identified in blocks 26 on DA Form 61)
- \_\_\_ Age waiver request enclosed if required (max age is 32 for aviators, 36 for SF and 46 for all others)
- \_\_\_ Prerequisite waiver request enclosed if required (verify with MOS on web site)
- \_\_\_ AFS waiver request enclosed if required (12 years for all MOS)
- \_\_\_ Official photo or professional equivalent (if deployed, include a photo in desert BDUs)

## Additional supporting documents:

- \_\_\_ MILPO letter or this checklist endorsed by PSB or S-1 is acceptable (validating soldier is not flagged or barred)
- \_\_\_ Conditional Release enclosed if you are not an active duty Army applicant
- \_\_\_ English credit document if required (250N, 251A, 254A, 420A, 920A, 920B, 921A, 922A, 923A)
- \_\_\_ TABE score document if required (880A, 881A)
- \_\_\_ Body fat worksheet enclosed (if required)
- \_\_\_ Mail Completed Application to:

HEADQUARTERS US ARMY RECRUITING COMMAND  
ATTN RCRO-SM-A 1307 THIRD AVENUE  
FORT KNOX KY 40121-2725

PSD/MPD personnel or the Battalion S-1 may complete this checklist and authenticate below in lieu of preparing a separate endorsement. I certify that servicemember is not flagged and is eligible to apply for this program.

REVIEWER (printed name and title): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DSN PHONE #: \_\_\_\_\_ COMM PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## APPLICATION FOR APPOINTMENT

For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)

PRINCIPAL PURPOSE: To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.

ROUTINE USES: Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned/warrant officer or for selection for attendance at the US Army Officer Candidate School.

DISCLOSURE Disclosure of information requested in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.

1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED				2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable) <b>AR 135-100</b>			
COMMISSIONED OFFICER - REGULAR ARMY				3. GRADE FOR WHICH APPLYING (Reserve appointments only) <b>WO1</b>			
COMMISSIONED OFFICER - ARMY RESERVE				4. SOURCE OF APPLICATION (ROTC only)			
Not Used! WARRANT OFFICER - REGULAR ARMY <b>**DO NOT SELECT **</b>				DMG DATE DESIGNATED:			
<input checked="" type="checkbox"/> WARRANT OFFICER - ARMY RESERVE <b>* All Applicants Select this box *</b>				SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:			
OFFICER CANDIDATE SCHOOL				5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS (List choice by MOS code and title)			
6. BRANCH AND SPECIALTY PREFERENCES  Regular Army and Officer Candidate applicants and all ROTC graduates: In numerical sequence, indicate 10 branch preferences other than CA and SS.  USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applicants may enter more than one branch.				a. MOS CODE		b. MOS TITLE	
				270A		Legal Administrator If qualified, may list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.	

PERSONAL DATA									
PREFERENCE	BRANCH	SPECIALTY	7. NAME (Last, first, middle)(Explain variations from birth certificate in Item 41) <b>WHO, You Are</b>				8. GRADE <b>E-6</b>	9a. SOCIAL SECURITY NUMBER <b>000-00-0000</b>	
			10. BRANCH (MOS if enl or wo) <b>27D30</b>	11. TOTAL YRS ACTIVE SERVICE <b>7</b>	12. MARITAL STATUS <b>M</b>	13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE <b>2</b>		9b. SELECTIVE SERVICE NUMBER	
	AD		14. DATE OF BIRTH <b>7 Apr 71</b>	15. PLACE OF BIRTH (City, county, state) <b>Radcliff Hardin Kentucky</b>		16. SEX <b>M</b>	17. COMPLETE MILITARY ADDRESS (If presently on active duty) (Include ZIP Code) <b>HHC, III Corps Fort Hood, TX 76544</b>		
	AG				EMAIL ADDRESS <b>(817)288-2527</b>				
	AR				PHONE AND/OR AUTOVON NUMBER <b>DSN 738-7411</b>				
	AV				19. CURRENT MAILING ADDRESS (If difference from Item 18) (Include ZIP Code) <b>419A Nicholson Road Fort Hood, TX 76544</b>				
	CA				EMAIL ADDRESS <b>(817)526-1111</b>				
	CM		18. PERMANENT ADDRESS (Include ZIP Code) <b>407 Keith Street Elizabethtown, KY 42701</b>				PHONE (Include area code) <b>(502)765-6868</b>		
	EN								
	FA								
	FI								
	IN		20. US CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	a. NATIVE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	b. <input type="checkbox"/> NATURALIZATION <input type="checkbox"/> DERIVED <input type="checkbox"/> IMMIGRANT	c. APPLICANT'S CERTIFICATE NO. (If Item b. checked) (Date, place, court)			
	MI								
	MP								
	OD								
	QM		21. CIVILIAN EDUCATION (See page 3 for additional requirements for professional personnel)						
	SC		a. HIGH SCHOOL GRADUATE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		b. NAME AND LOCATION OF HIGH SCHOOL <b>Orchard View High School, Muskegon, MI 49442</b>				
	SS								
	TC		c. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED (Include USMA, USNA, USAFA, USCGA, and USMMA)		(1) DEGREE	(2) SEMESTER CREDITS	(3) YEARS ATTENDED	(4) DATE GRADUATED OR WILL GRADUATE DAY MONTH YEAR	
	AN		University of Maryland		BS	120	4	31 05 1998	
	CH		Central Texas College			35	1		
	DE								
	JA								
	MC								
	MS								
	SP		d. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC.		e. IF YOU HAVE EVER BEEN EXPELLED FROM SCHOOL, OR PLACED ON PROBATION, EITHER FOR ACADEMIC OR DISCIPLINARY REASONS, EXPLAIN (Continue in Item 41(Remarks))				
	VC								

22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED						
a. NAME OF SCHOOL	b. COURSE	c. DATES (Mo-Yr)		COMPLETED		d. IF NOT COMPLETED GIVE REASON
		FROM	TO	YES	NO	
US Army Soldier Spt Center Ft. Jackson, SC	BNCOC	01 97	04 97	<input checked="" type="checkbox"/>		

23a. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY <b>NA</b>	b. ALAT SCORE (If applicable) <b>NA</b>
---	--

24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, attach affidavit)						
25. <input checked="" type="checkbox"/> I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE REGARDLESS OF MY MARITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS; AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS SHOULD I BE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.						
26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING (Including any proceedings involving juvenile offenses, article 15, UCMJ, and any court-martial) REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PARDONED, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of \$100 or less).						
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, ATTACH REQUEST FOR WAIVER LISTING THE DATE, THE NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE.						
27. <b>ACTIVE MILITARY SERVICE</b> (Indicate tour with each organization separately - show ROTC Camps in Item 39)						
	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army	25 Jun 92	Present	27D30	NA	E-6/RA
WARRANT OFFICER						
COMMISS- SIONED						
f. DATE CURRENT ACTIVE DUTY TOUR TERMINATES		ETS: 17 Oct 2006		g. DATE OF LAST ADL PROMOTION		DOR: 1 Aug 99
28. <b>RESERVE OR NATIONAL GUARD SERVICE</b> (Not on active duty)						
	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army Reserve	2 Feb 91	24 Jun 92	71D10	NA	E-4/USAR
WARRANT OFFICER						
COMMISS- SIONED						
29. SOURCE OF CURRENT COMMISSION (If applicable)				30. AWARDS (Do not list theater or service medals)		
ARNGUS: <input type="checkbox"/> OCS <input type="checkbox"/> DIRECT APPOINTMENT <input type="checkbox"/> OTHER USAR: <input type="checkbox"/> ROTC <input type="checkbox"/> ROTC (ECP) <input type="checkbox"/> ROTC (SMP) <input type="checkbox"/> OCS <input type="checkbox"/> DIRECT APPOINTMENT				MSM-2, ARCOM-2, AAM-2 <b>(Achievement Awards Only)</b>		
31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR:						
a. ROTC		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. OCS		<input type="checkbox"/> YES <input type="checkbox"/> NO
c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARNG)		YES	NO	d. APPOINTMENT IN REGULAR ARMY		YES NO
AS A WARRANT OFFICER			X	AS A WARRANT OFFICER		
AS A COMMISSIONED OFFICER			X	AS A COMMISSIONED OFFICER		
e. IF ANSWER IS "YES", EXPLAIN FULLY						
32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT (If yes, give dates, country and type of service or employment)						
No						
33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLOUGHED (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more space is required, continue on separate sheet).						
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						

34. <b>APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY</b>				35. <b>APPLICANTS FOR CHAPLAINS BRANCH ONLY</b>	
BARS OF WHICH YOU ARE A MEMBER (Specify dates)				RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED	
36. <b>APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY</b>					
a. TRAINING		b. NAME AND LOCATION OF HOSPITAL		c. DATES (Month and Year)	
LEVEL	TYPE			FROM	TO
INTERNSHIP					
RESIDENCY TNG					
SPECIALTY TNG					
d. SPECIALTY BOARDS				e. DATES OF CERTIFICATION (Day, Month, Yr)	
f. PLACE IN WHICH CURRENTLY LICENSED					
37. <b>APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY</b>					
a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL			b. LOCATION		
c. DATES OF ATTENDANCE (Mo, Yr)		d. STATE AND CURRENT REGISTRATION NUMBER		e. STATE AND DATE OF INITIAL REGISTRATION (Day, Month, Year)	
FROM	TO				
f. POSTGRADUATE COURSES (Include courses at general hospitals, service schools, and short courses)					
(1) SUBJECT OR COURSE	(2) NAME AND LOCATION OF SCHOOL OR HOSPITAL		(3) SEMESTER CREDITS EARNED	(4) DATES OF ATTENDANCE (Month, Year)	
				FROM	TO
38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? (If yes, give dates)					
<input type="checkbox"/> YES <input type="checkbox"/> NO					
39. <b>ARMY ROTC</b> (To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)					
SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS					
COURSE	DATES ATTENDED (Month and Year)		c. CAMP TRAINING		
	FROM	TO			
a. BASIC			(1) INSTALLATION (Basic)		COMPLETION DATE (Month, Year)
b. ADVANCED			(2) INSTALLATION (Advanced/Ranger)		COMPLETION DATE (Month, Year)
40. <b>MAIN CIVILIAN EMPLOYMENT</b>					
a. NAME AND ADDRESS OF EMPLOYER		b. JOB TITLE		c. MONTH AND YEAR	
Kelly Temporary Services Grand Rapids, MI 48722		Secretary/Typing		FROM	TO
				0292	0692
b. PRINCIPAL DUTIES (Describe briefly)					
Typed letters, kept personnel files updated, answered inquiries					
41. REMARKS (Experience, proficiencies and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-27d,e, AR 601-100). (If more space is required, attach additional sheet)					
I certify that (Applicant's Name) successfully passed the APFT consisting of pushups, situps, and the two mile run with a score of _____ on _____; the verified height is _____ and verified weight is _____.					
JOHN Q. DOE CPT, AG Commanding					
Note 1: If you exceed the ht/wt tables of AR 600-9, you must include a Body Fat Worksheet (DA Form 5500-R or 5501-R) Note 2: Ensure APFT is as recent as possible. If close to the six month expiration, then retest.					
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.		DATE	SIGNATURE OF APPLICANT		
		Current Date	Applicant's Signature Here		

**APPLICATION FOR ACTIVE DUTY**

For use of this form, see AR 135-210; the proponent agency is DCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 USC, 672(d), 10 USC 275.

**PRINCIPAL PURPOSE:** Used by Reserve Component soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member's eligibility for announced active duty requirements.

**ROUTINE USES:** To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders. The SSN is used to identify the soldier.

**DISCLOSURE:** Disclosure of your SSN and other personal information is mandatory for soldiers applying for active duty programs announced by HQDA.

**SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.**

1. DATE Current Date		2. TO: Commander, U.S. ARMY RECRUITING COMMAND, FORT KNOX KY 40121	
3. FROM (Last, First, MI) WHO, You A.		4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT
4c. SSN 000-00-0000	4d. BRANCH NA	5a. MOS/AOC 27D30	5b. COMPONENT RA
6a. PERMANENT HOME ADDRESS (Include ZIP code) ENTER YOUR HOME OF RECORD		6b. PHONE NO. (Include area code) (502)765-6868	
7a. TEMPORARY ADDRESS (Include ZIP code) 419A Nicholson Road Fort Hood, TX 76544		7b. DURATION Oct 2002	7c. PHONE NO. (Include area code) (517)773-2527

**ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.**

8a. PRESENT ACTIVE DUTY GRADE E-6	8b. SSN 000-00-0000	8c. ORGANIZATION AND STATION ASSIGNMENT HHC, III Corps, Fort Hood, TX 76544
--------------------------------------	------------------------	--

9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for; and if accepted for active duty in another branch, I request transfer to that branch: (Check as appropriate)

☒ a. FOR A PERIOD OF 6 YEARS ☐ b. FOR AN INDEFINITE PERIOD

c. OTHER BRANCHES (List in order of preference)

10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.

	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT	270A	270A	270A
b. AREA ASSIGNMENT	Germany	Fort Knox, KY	Fort Hood, TX

11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:

PREFERENCE NO. 1 (Month and Year) ASAP	PREFERENCE NO. 2 (Month and Year) ASAP	PREFERENCE NO. 3 (Month and Year) ASAP
---	---	---

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. (Check appropriate box)

☐ 60 DAYS ☐ 30 DAYS ☐ 10 DAYS ☒ AVAILABLE ON DATE OF RECEIPT OF ORDERS

13. REMARKS (If more space is needed, continue on separate sheet)

Include information you consider essential in making your assignment, i.e. enrolled in the Exceptional Family Member Program or Army Married Couples Program.

14. SIGNATURE OF APPLICANT

Applicant's Signature



(You will use this moral waiver request if you responded YES to block 26 of the DA Form 61. If you responded NO, you do not need a moral waiver).

**(Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM FOR COMMANDER, USAREC, FORT KNOX, KY 40121-2726

SUBJECT: Request for Moral Waiver

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$250 or less. Do NOT include court cost).

2. Date of offense: *(Month and year)*

3. Place of offense: *(City and State)*

4. Punishment imposed: *(Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)*

5. Mitigating circumstances surrounding the charge: Three points to address:  
(1) Accepting responsibility for your actions, (2) The lessons learned, and (3)  
How you now contribute to your unit, community and military service.

*(Signature)*

*(Full Name)*

*(Rank)*

*(SSN)*

**Notes:**

- 1. A separate moral waiver request must be submitted for each offense.**
- 2. Moral waiver request should give all the information possible related to the incident. Half answers and undisclosed information can cause a delay in processing. In some cases - the request will be returned to USAREC with a request for more information from applicant.**
- 3. This waiver request will not go before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may cause a returned request.**
- 4. Writing skills count. A properly written request may effect the approval of the request. HRC may interpret Poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.**

**(Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM FOR COMMANDER, USAREC, FORT KNOX, KY 40121-2726

SUBJECT: Request for Prerequisite Waiver  
Request for Age Waiver  
Request for Active Federal Service Waiver (AFS)  
**(Select the appropriate one)**

1. (State the type of waiver you are requesting) Example: Request an age waiver; Request an Active Federal Service Waiver, Request a prerequisite waiver (state the prerequisite you wish to waive).

2. Anyone can request a prerequisite, AFS or age waiver, but not everyone will get them approved. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS waivers (required if you have 12 or more years AFS) or age waivers (required if you will be 32 or older for aviators, 36 for SF or 46 for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)

(Full Name)

(Rank)

(SSN)

**Notes:**

1. A separate waiver request must be submitted for each MOS that applicant does not meet the entire prerequisites for. Waiver should include why you feel that you should be accepted in the MOS without meeting all the requirements. Include any civilian experience, training or assignments that are similar to MOS you wish to apply for.
2. Make your request sound valid - for instance, an applicant stating they couldn't apply for the last 12 years because they were deployed... That doesn't sound valid because no one has been away from duty station for entire time over last 12 years. You would need to include why you couldn't or didn't apply in between deployments. Another example is a 13 year request stating "I've been deployed for the last year..." does not explain why you didn't apply in the years leading up to the deployment.
3. This waiver request will not go before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may cause a returned request.
4. Writing skills count. A properly written request may effect the approval of the request. HRC may interpret Poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

**(Letterhead)**

(Office Symbol)

(Date)

Statement of Understanding for Appointment as a Warrant Officer

I understand that if I am appointed as a warrant officer in the Reserve of the Army with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) unless I have been precertified by the WOMOS proponent. **I understand that my application packet, to include all enclosures, may be converted to an electronic file and made available for review by qualifying officials at WOMOS proponent schools, Headquarters, Department of the Army, and other locations in order to determine my qualifications and competitive standing for appointment as a warrant officer.**

I further understand that if I am appointed as a warrant officer in the Reserve of the Army without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) within two years of appointment unless I have been precertified by the WOMOS proponent or unless extended by HQDA.

I also understand that if I am eliminated from, or fail to successfully complete the technical and tactical certification as specified above, I may be subject to discharge, under regulations in effect at that time, from the Reserve of the Army.

(Signature)

(Full Name)

(Rank)

(SSN)

**Note: Type this statement verbatim on your unit's memo letterhead**

**? Person Summary**

Applicant's Name

SSN: Applicant's SSN

Date of Birth: Applicant's DOB

Eligibility: Applicant's Security Level

Place of Birth: Applicant's POB

Investigation:

Citizenship: U.S. Citizen

Open Investigation: N/A

NdA Signed: No

Date EPSQ Sent: N/A

NdS Signed: No

Incident Report: N/A

Attestation Date: N/A

Polygraph: N/A

Foreign Relation: N/AEPSQ SentRequest to Research/Upgrade EligibilityNon-SCI Access History**Person Category**

Category Classification: N/A

Organization: N/A

Occupation Code:

Office Symbol: N/A

SA: N/A

Grade:

Arrival Date: N/A

PS: N/A

Office Phone Comm: N/A

Office Phone DSN: N/A

Separation Date: N/A

RNLT D: N/A

Separation Status: N/A

TAFMSD:

Interim: N/A

Proj. Departure Date: N/A

PSP: No

Proj. UIC/RUC/PASCODE: N/A

SCI SMO: N/A

Non-SCI SMO:

Servicing SMO: No

Report IncidentIn/Out ProcessRemarksSuspense Data

Non-SCI Access		SCI Access
US: N/A	NATO: N/A	SPA: N/A
CNWDI: N/A	SIOP: N/A	Access: No
PRP: N/A	Restricted Data: N/A	
SIGMA 16: N/A		
IT: N/A	Public Trust: N/A	Child Care: N/A
Indoctrinate		

**Investigation Summary**Investigation History

SBPR from UnKnown, Opened:

SBPR from UnKnown, Opened:

**Adjudication Summary**Adjudication History

\_\_\_\_\_  
(Date)

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-SM, Fort Knox,  
KY 40121-2726

SUBJECT: Results of Medical Examination

The results of a commissioning/aviation physical are furnished for the following individual:

a. \_\_\_\_\_  
(Rank) (Print or Type Last Name, First Name, MI)

b. \_\_\_\_\_  
(SSN)

c. \_\_\_\_\_  
(Unit, Company, Duty Station)

d. Physical Profile Code:

P	U	L	H	E	S

e. Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

f. Physical initiated on: \_\_\_\_\_  
(Date)

g. Physical completed on: \_\_\_\_\_  
(Date)

h. If Flight Physical, date approved from USAAMC: \_\_\_\_\_ Stamped: \_\_\_\_\_  
(Applicant must include page one showing stamp from Fort Rucker.) (1W, 1A)

i. Individual \_\_\_\_\_ is Fully Qualified \_\_\_\_\_ is NOT Fully Qualified.

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Physician's Stamp)

NAME: WHO, You Are  
RANK: Sergeant  
SSN: 000-00-0000

ADDRESS: Street Address  
City, State ZIP  
Telephone Number  
email:

UNIT: HHC, III Corps  
Fort Hood TX 76544  
DSN: 738-7411  
email:

OBJECTIVE: To obtain an appointment as a warrant officer, USAR, in MOS 153A, Aviator

CIVILIAN EDUCATION: (*This should agree with Block 21 of the DA Form 61*)

Bachelor of Science, University of Maryland, College Park, MD; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI (**Bold high GPA, Dean's List, special recognition, etc**)

MILITARY EDUCATION:

List in order from most recent to earliest training attended/completed.

12 Jan 97 - 11 Apr 97  
BNCOC  
US Army Soldier Support Center

**Bold** individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS related subjects. How is school Ft Jackson, SC relevant? Indicating mid-level management school or just listing the scope of training is not very descriptive.

6 Aug 95 - 1 Sep 95  
PLDC  
NCO Academy  
Camp Jackson, Korea

Resume is very important, it shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Do both spell and grammar checks because errors will doom an application.

1 Feb 93 - 12 Mar 93  
Personnel Management Specialist  
US Army Soldier Support Center  
Fort Jackson, SC

There will be board members unfamiliar with your MOS so use easily understood terms. Make it reader-friendly. If using MOS specific terms, spell them out and **show the acronym in bold in parenthesis**. It is acceptable to use the acronym alone the second time. **Don't overuse bolding effect**, it could be a distraction to board members.

Can list correspondence courses but not subcourses.

#### MILITARY EXPERIENCE:

Jul 97 - Present  
Enlisted Assignments NCO  
HHC, III Corps  
Fort Hood, TX

List **ALL** military assignments. Concise job description focusing on the unique characteristics of your specific positions. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, i.e. Prescribed Load List (**PLL**).

Jul 94 - Jun 97  
Records NCO  
Ft Jackson, SC

**Bold any significant achievements, impact awards, receipt of unit coins, certificates of achievement, or appearance before soldier/NCO of the month/qtr boards.**

Jun 93 - Jun 94  
Levy Clerk  
A Det 516th PSB  
APO AP 96205, Korea

Focus on **measurements of success**. **NOT** just a job description, but how well you did the job. Use NCOER bullets as a reference. Mention if you **exceeded standards on a significant inspection/evaluation**. **Bold deployments** or make a separate assignment entry if deployment was for several months.

#### CIVILIAN EXPERIENCE PERTINENT TO MOS : (If none, then omit this part)

Jan 90 - Dec 90  
Secretary  
Kelly Temporary Services  
Grand Rapids, MI

Use same guidance as above. Explain any relevant experience or training you obtained that pertains to the requested WO MOS. Leave blank if no relevant civilian experience.

#### SUMMARY:

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type all of your **significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc)** mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: **What have you done or accomplished that sets you apart from your peers?** (Additionally, aviator applicants should include why they want to be an Aviator.)

#### Other notes:

- Use plain white paper, black ink and a 12 point standard font such as Arial or Times New Roman.
- Don't go through a big expense. Prepare the resume yourself, but do a quality job.
- If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. Don't confuse board members with "lingo" that they won't know or understand.
- Leave out the generalized statements that will cause the "So what?" question.
- Ensure to get reviewed by superior(s) and peers to make sure it makes sense.

## FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT THE WARRANT OFFICER PROGRAM

### **Q: When is the cutoff for receiving a packet for a board?**

A: Cutoff is the 1st of the month prior to the board, i.e. cutoff for the March board is 1 Feb. Aviator applications that are complete, accurate and require no waivers may be boarded if they arrive no later than two weeks before the board. Technical packets will require further processing prior to being boarded. This process normally takes from 30-45 days. Note that request for waivers may add time to the process. The objective is to submit a complete and accurate packet when ready, not to try time the application for a specific board.

### **Q: Why am I applying for WO, US Army Reserve, I want to serve on active duty?**

A: Don't worry, you will be serving on active duty. All warrant officers receive their appointment in the U.S. Army Reserve as a WO1. This is why you check "Warrant Officer - Army Reserve" in block 1 of the DA Form 61. A Reserve appointment does not affect your pay or type of service. You will serve full time on active duty and will receive the regular active duty pay for WO1. You will be tendered Regular Army upon your promotion to CW3. Note that packets are not longer being accepted if block 1 is check incorrectly.

### **Q: Can I apply for more than one MOS?**

A: In block 5a of the DA Form 61 you can list up to 3 MOSs, BUT YOU MUST MEET THE PREREQUISITES for all MOSs listed. List in order of preference because the packet is boarded with your first preference and if you are selected then the packet is not boarded again. If not selected, your packet is boarded in your second and third preferences. Your application must include the documents required for each MOS. Also, each proponent must qualify you for each of the MOSs. Note that listing more than one MOS results in additional processing time.

### **Q: What is the standard for transcripts?**

A: Provide transcripts for all hours listed in block 21c of the DA Form 61. Copies are acceptable as long as they are legible. If your final college has evaluated all of your prior courses and course number, title, number of hours, and grade are listed on the final transcript, then you do not need copies of transcripts from colleges attended earlier. If this information is not listed on the final transcript, then include transcripts from all colleges attended. Selection board members must be able to verify courses taken and grade received. Do not double count civilian education credit awarded for military schools or experience. If more than one school has evaluated your military training and experience and awarded college credits then use only the one that granted the greatest number of college credits. Do not count you ACEs recommended credits as actual credits unless they have been accepted and then listed on one of the transcripts.

### **Q: How do I know if I need a moral waiver?**

A: You should check YES in block 26 of the DA Form 61 if you have ever been arrested, charged, cited, held, or detained for any reason at any time. This includes any previous juvenile offenses, Article 15s, court-martials or traffic fines of more than \$250. Example: You were detained for vandalism while in high school but the charge was dismissed. You still require a waiver because you were detained for this offense. If an infraction is noted on your enlistment contract, you must request a moral waiver. If you need a moral waiver, follow the format in the sample packet and include a moral waiver for each violation.

### **Q: Why is the date in block 42 of the DA Form 61 so important?**

A: Date is used to determine if you need an Active Federal Service (AFS) waiver (12 or more years of AFS). Page three of the DA Form 61 cannot be updated until after you have been NC-NS. Then you will require a new DA Form 61 for re-application per the web site examples. If you need to update you APFT, you can send the copy of the latest APFT scorecard and it will be added.

### **Q: What information should I include in block 13 of the DA Form 160?**

A: Indicate If you are enrolled in the Army Married Couples Program (AMCP) or the Exceptional Family Members Program (EFMP). You may include any other assignment considerations or leave blank if none apply.

### **Q: What is the standard on Letters of Recommendation?**

A: A maximum of three letters of recommendation will be accepted and they must be less than 12 months old. You require one from your first level of UCMJ (Company Commander), one from your Field Grade UCMJ authority (Battalion Commander) and one from a senior warrant officer (SWO) in your chosen career specialty. The letter from the SWO is not required for all WOMOSs (see WOMOS prerequisites) but is STRONGLY recommended. For flight applications you may substitute a letter from a MAJ or higher (Aviation Branch on flight status) for the SWO. The Cdr and Bn Cdr letters must be from your current chain of command unless you have been assigned less than 90 days. In this instance, you may obtain letters from your previous chain-of-command, but you must make note of this by attaching a note or memo to the letters. The letters should be specific and quantifiable. Do not use a form letter with generic and flowery sentences. If you have received NCOERs you may want to use some of the strong bullets as a starting point in drafting the memos.



**Q: What is the standard for the security clearance memo?**

A: Every applicant should have a copy of their JPAS memorandum printed by their local Security Officer. This form will be used in lieu of the 873 form. The 873 security form should not be sent to USAREC under any circumstances.

**Q: I can't get a SECRET clearance in time for the board, what can I do?**

A: You can submit an application with an interim secret that can be approved by your local installation security manager. The memo format is the same and includes the same information, but indicates an interim secret granted. This will allow you to submit an application. You will not get orders to attend WOCS until you get a final secret or you request a waiver to attend WOCS on interim secret - follow directions on selection list.

**Q: What is the standard for the OMPF?**

A: As of 1 October 05, USAREC will start phasing out the use of the plastic Microfiche. Instead of the whole OMPF, your packet should include all the copies of NCO Evaluation Reports (NCOER) and Academic Evaluation Report (AERs from PLCD, BNCOC, ANCOC as applicable to your packet. Also include original enlistment contract if you need a AFS, Age or Moral waiver. Include any awards not listed on your ERB. Emergency Data Record and SGLI documents are not needed.

**Q: What is the standard for the Enlisted Record Brief (ERB)?**

A: ERB must be current, accurate and dated within 90 days of forwarding your application. Only your servicing personnel office is authorized to make pen and ink changes. Ensure awards on the ERB agree with your DA Photo. If you recently retested to raise your GT score, ensure the new score is posted. Ensure NCOES schools such as PLDC/BNCOC/ANCOC are posted. Ensure the civilian education entry agrees with your transcripts. Also ensure your assignment history is correct. Remember that you are responsible for ensuring your ERB is accurate and current.

**Q: What is the standard for the Official Photo?**

A: The requirements are for a three-quarter-length photo to be submitted with your application. If your uniform is rumpled or you are borderline on meeting Army standards, it will be hard for board members to forget this while reviewing your application. Wear only permanent decorations; exclude those you wear just because you are assigned to a specific unit. Have someone look over your uniform before taking the photo. If you cannot get in to a TASC Photo Lab, any professional quality photo in uniform may be submitted instead of the official DA Photo (Olan Mills, WalMart etc). Deployed Soldiers can submit a photo in Desert Fatigues.

**Q: What are some pointers on preparing the resume?**

A: Use the valuable guidance contained in the sample resume. Start early on the resume and continue to review/edit while you compile the rest of the application. Have the best English expert you know review the resume. Writing skills are very important to a warrant officer and the resume demonstrates your ability to communicate in written form. This is not a civilian resume limited to one page; you should state specifics but keep it brief and concise. Please follow the example in the guide, as it is a standard format, which provides an easier read for the board members.

**Q: What is the standard for the physical?**

A: Aviator applicants must include a Class 1A flight physical approved by the Aeromedical Center, Ft Rucker. Your hospital will forward the physical to the Aeromedical Center and the review takes 6-8 weeks. Once you receive the physical back stamped "APPROVED"; you include it with your application. We do not accept applications without the approved physical. This physical is valid for 18 months from date initiated. Technician applicants must include a physical that indicates qualification for WO appointment, WOC training, Commissioning or words to that effect and these physicals are valid for 24 months from the date initiated. Physicals taken for appointment as a technical WO will not meet the Aviator application requirement. Please ensure that you have a drug and alcohol test results are included with your physical. Physical standard is still the same, but will be submitted via use of the USAREC Form 1932.

**Q: Can I ask for and get an age waiver for Aviator or an Active Federal Service (AFS) waiver for Technician?**

A: Yes, but don't assume it will be approved just because you ask for it. Approval authority rests with the Deputy Chief of Staff for Personnel (DCSPER), at HQDA. The standards for an age waiver (Aviators over 32 by the date the board convenes) or an AFS waiver (for anyone who has reached 12 years of AFS) are very stringent. You should explain unique circumstances or special skills and justify why you did not apply for WO before the waivers were required.

**Q: What can you tell me about the DA Form 6256, results of the Army Flight Aptitude Selection Test (AFAST)?**

A: This test is administered through your education center or at your nearest Military Entrance Processing Stations (MEPS). A score of 90 or higher is passing and once you pass you cannot retest. You may retest one time after 6 months if you score 89 or lower. The maximum score is 176. Recommend you get a study guide from the library, bookstore, or online bookstore and implement a vigorous study program before testing. Testing locations can be found under step 9 of the program overview on our web site.

**Q: Where do I take the application once it is complete?**

A: Take the application to your servicing Personnel Services Detachment (PSD), obtain their review by endorsement and forward to USAREC. Endorsement must state you that you are not barred, flagged, or pending UCMJ action. Packets not

reviewed by the PSD will be returned without action. Non-Active Army personnel can skip the PSD review.

**Q: Can I update my application?**

A: Yes, you can update your application at any time. It is recommended that your updates be sent to USAREC about 15-30 days prior to the board. If you piecemeal your updates, your application may become cluttered with excess documents and it may be difficult to determine which updates are the most recent. You may update letters of recommendation, resume, awards, NCOERs, APFT, civilian/military education, promotion, ERB, OMPF, photo, or new phone numbers and mailing address. You can email a Recruiter from our web site 7-10 days after mailing updates to obtain confirmation they were received. Include your name, rank and SSN on all email inquiries. You can fax your updates but this is not recommended because the faxed copy is not as legible and or neat as an original copy.

**Q: What happens once I am selected?**

A: The names of those selected are posted in our web site NLT 10th of the month after the board adjourns. If selected, you will receive notice from the Warrant Officer Accessions Branch at HQDA and can expect a school start date as soon as 2-6 months out. Of course, this timeline is flexible and normally more notice is given. CONUS based Technicians go to the Warrant Officer Candidate School (WOCS) TDY and return. OCONUS based Technicians go to WOCS and the Basic Course (WOBC) TDY enroute to the first permanent assignment. All aviators PCS to Ft Rucker for WOCS and for follow-on flight-training (WOBC). Aviators are authorized family travel entitlements but it is not recommended to defer the movement of your family until after WOCS. You can also review the latest information for selectees on our web site under "Selection Information."

**Q: What happens if I am not selected?**

A: The names of all personnel considered by a board are published in our web site. If you are not selected by the first board that considers your application, your application is designated Fully Qualified - Non-Select (FQ-NS) and will be reviewed by the next board that convenes for your requested MOS. If you are not selected after a review by two boards, your application is designated Non Competitive – Non Selected (NC-NS). You will **NOT** receive notice of the reason for non-selection. Board members vote using the "whole person" concept and do not indicate a reason for non-selection. You should look at your entire packet to determine if it could be improved. Applicants twice non-selected for the WO Program may reapply immediately if they remain qualified, otherwise the application will be returned upon request. If the application is not updated or is not returned per your request, it will be destroyed after 120 days.

**Q: Can I express mail my application?**

A: Yes, but you may want to evaluate whether it will make any difference. Looking at the board schedule to determine when your WO MOS will be boarded next prior to paying for next day shipment. USAREC's Mailroom is not open on weekends and the building guards are not allowed to accept packages. If you are shipping your package over the weekend, don't expect to get guaranteed delivery. The correct mailing address is listed on page 1, step 12 of this pamphlet and the web site.

**Q: What does the warrant officer representative for the proponent do with my application?**

A: WO proponents are located at the installation where the feeder MOS is trained and they review all Technician applications. (Aviator applications that do not require a waiver are proponent qualified at USAREC, otherwise they will go through Aviation proponent at Ft. Rucker.) Their responsibility is to evaluate your application to determine if you have the technical skills necessary to become a WO, approve or disapprove prerequisites waivers, and make a recommendation on AFS/AGE waivers for Technicians and age waivers for Aviators.

**Q: What can I do to ensure my packet gets a "first time go" when reviewed by a recruiter?**

A: Go to our web site, print the checklist under "Download Area?" and review your application using the checklist. Applicants can also review the slideshow on the most common errors found with packets under the Download Area of the web site.

**Q: Should I call the recruiting team every month or two to check on my application?**

A: There is usually no need to call the recruiting team except under unusual circumstances. If you have a question that is not answered in the web site, then feel free to call us or email us through our web site. You can email us 5-7 days after mailing an application or updates to determine if they were received - you will need to be specific on what the updates will look like compared to old documents. We do not mind phone calls and welcome them when not traveling, but the team travels a lot and you may feel frustrated if you have to leave voice mail. Once packet is Board Ready, there is no reason to call unless you are adding/updating package. It is your responsibility to follow up with a recruiter. If you leave a voice mail for a recruiter who is TDY - you may not get the desired results. Feel free to keep trying the Contact Numbers on the web site until you get a recruiter.